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1.5 Completion of the Expression of Interest

1.5.1 The original EOI document must be completed fully in black ink and signed by the authorised signatory to validate EOI. Declaration must be completed and signed by the authorised signatory and returned to EHB. Failure to do so will result in the ineligibility of the EOI.

1.5.2 The completed EOI document must be returned. Missing pages will result in the ineligibility of the EOI.

1.6 Evaluation Criteria

The evaluation will be undertaken to determine whether EOIs are complete and responsive to the basic instructions and requirements of the EOI document. A binary approach (pass or fail) will be used when evaluating the eligibility documents. The evaluation committee will automatically reject the EOI, should the Service Provider fail to submit the following documents; three relevant trade references, a Trading License and a valid tax compliance certificate,.

1.7 Clarifications


All enquiries relating to this Expression of Interest may be addressed to the Procurement Office at: tendering@ehb.co.sz. Clarifications may be requested not later than **Friday, 14th June 2024**. To ensure that all Service Providers receive the same information, answers to questions asked by any one of the Service Providers shall be provided to all Service Providers without disclosing the identity of the Service Provider who posed the question.

1.8 Language

All documents submitted must be in English. All questions and/or requests for clarification made by the Service Provider in relation to the Expression of Interest must be in English.

1.9 Notification to Successful Service Providers

EHB will notify the successful Service Providers of the acceptance of their proposal within the period of Expression of Interest validity or any extended period of validity of Expression of Interest, if applicable.

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1.10 Applicable Law

This EOI shall be interpreted in accordance with the laws and regulations in effect in The Kingdom of Eswatini.

1.11 Cost of Tendering

The Service Provider shall bear all costs associated with preparation and submission of the Expression of Interest.

1.12 Definitions


In this Contract, the following terms shall be interpreted as indicated:

- a) "The Contract" means the agreement entered into between the Employer and the Service Provider, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) "The Services" means the various maintenance and emergency repair services that are the subject of this contract and/or other materials which the Service Provider is required to supply to the Employer under the Contract.
- c) "Expression of Interest" or "EOI" means this solicitation of a formal technical Tender, including a qualifications statement.
- d) "The Employer" means the organization purchasing the Services (EHB).
- e) "Service Provider" is a person or corporate body who's EOI to provide the Services has been accepted by the Employer

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2. SUBMISSION FORM

[The Service Provider must provide a signed declaration in the following format, in company letterheads:

[>>>Name of Company, Address, and Date>>>]

TO: The Chief Executive Officer
Eswatini Housing Board
PO Box 798
Mbabane
H100
Eswatini

Dear Sir/Madam,

RE: EOI NO.1 OF 2024/2025 National Housing & Infrastructure Program

I, the undersigned, offer to participate in **EOI NO.1 of 2024/2025 National Housing & Infrastructure Program** to the Eswatini Housing Board in accordance with this expression of interest.

I hereby submit our expression of interest, which displays compliance to the requirements and evaluation criteria. I hereby declare that all the information and statements made in this submission is true and accept that any misinterpretation contained in it may lead to disqualification.

Yours Sincerely,

Authorized Signature: _____


Name: _____

Email Address: _____

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3. DECLARATION OF ELIGIBILITY

[The Service Provider must provide a signed declaration on its company letterhead in the following format. If the EOI is being presented by a joint venture or consortium all members must each sign their own declaration.]

[>>>Name of Company, Address, and Date>>>]

To: The Secretary of the Tender Committee

Eswatini Housing Board

P.O. Box 798

Mbabane

Dear Sir/Madam,

Re: EOI NO.1 OF 2024/2025- National Housing & Infrastructure Program

We hereby declare that: -

- a) I/We, have the legal capacity to enter into a contract in the event we are shortlisted and successful bid.
- b) I/We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing;
- c) I/We have fulfilled our obligations to pay taxes and social security contributions;
- d) I/We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings; and
- e) I/We do not have a conflict of interest in relation to the procurement requirement.
- f) I/We do not have a conflict of interest in relation to the procurement requirement.

Signed _____


Authorised Representative _____

Date _____

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4. EXPRESSION OF INTEREST CHECKLIST

Confirm if the following items are all in order and sign off **(N.B All the documents must be submitted as per below order)**

Item	Tick if in order
Valid Trading License or Equivalent	
Original valid Tax Compliance Certificate or Equivalent	
Form J (for current company directors) or Equivalent	
Labor Compliance Certificate or Equivalent	
Eswatini National Provident Fund (ENPF) Compliance Certificate or equivalent if outside Eswatini	
Detailed company profile	
Three trade reference (See form- Annexure A)	
Certified ID copies of company directors	
Latest Audited Financial Statements not older than 12 months	
Police clearance for company directors	
Power of Attorney	
Declaration of Eligibility	
Valid CIC Certificate for relevant category or Equivalent	

I/we confirm that I/we have thoroughly read the EOI document and completed all sections that needed to be filled and attached all required documents. I/we also certify that the information furnished in this EOI is correct.

Name: _____

Signature: _____

Date: _____

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5. EHB VENDOR LIST INFORMATION

1. Procurement Category

2. Contact Numbers

3. Company Directors

4. Contact Person

5. Physical Address

6. Email Address

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Appendix A- Reference Form

Doc Number:	FIN-FR-26	SERVICE PROVIDER REFERENCE FORM		
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Revision:	2			
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DETAILS OF SERVICE CONTRACT				
COMPANY NAME				
COMPANY REPRESENTATIVE				
DESIGNATION				
SIGNATURE				
NAME OF SERVICE PROVIDER				
ENGAGEMENT PERIOD	mm/yyyy to mm/yyyy			
RATING	For EHB			
ITEM				
1. SERVICE PROVIDERS CAPACITY	SCORE	COMMENTS		
1.1 General quality of service delivery ie. Customer experience				
1.2 Compliance with technical specifications				
1.3 Overall timeline for completion of works				
1.4 Ease of reconciling the supplier accounts				
1.5 Ease of placing purchase order ie. Email, ERP system				
2. STAFF & ADMINISTRATION				
2.1 Availability of a contact person	SCORE	COMMENTS		
2.2 General conduct				
2.3 Responsiveness				
2.4 Compliance with instructions				
2.5 Compliance to safety standards				
SCORING				
Did Not Meet Expectations	Partially Met Expectations	Met Expectations	Exceeded Expectations	Outstanding
1	2	3	4	5
Performance jeopardized the achievement of contract requirements	There are major performance issues but Service Provider has potential for improvement	The Service Provider has minor performance issues, otherwise the overall performance is average	The Service Provider has met the contract requirements and there are no performance issues	The Service Provider has demonstrated a performance level beyond the expectations of the contract requirements
Company Stamp				

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Appendix B- Detailed Specification for the Specialist Category

Specialist Service	Detailed Specification
1. Urban/Town Planners	Laying the groundwork for construction projects by zoning land uses and ensuring infrastructure supports the development.
2. Land Surveyors	Measure and map the earth's surface, determining the location of features like property boundaries, elevations, and man-made structures.
3. Geotechnical Surveyors	Investigate the physical properties of soil and rock beneath the earth's surface.
4. Environmental Consultants	Ensure construction projects comply with regulations, minimize environmental impact, and proceed sustainably.
5. Legal Service providers	Offer legal advice, representation, and assistance in navigating the legal system, ensuring clients' rights and interests are protected.
6. Conveyancers	Legal specialists who handle the aspects of property transfers, ensuring a smooth and secure transaction for both buyers and sellers.
7. HR consultants	Expert advice and support on all aspects of human resources management, helping them build a strong, motivated, and compliant workforce.
8. Transaction advisors	Guide the company through complex business transactions like mergers, acquisitions, and divestitures, ensuring their clients make informed decisions and achieve the best possible outcomes.
9. Architects	Translate ideas and functionalities into physical structures. Design buildings, spaces, and entire communities, considering aesthetics, functionality, safety, and environmental impact
10. Quantity Surveyors	Estimate and manage costs throughout a project's lifecycle, ensuring value for money and staying within budget.
11. Structural and Civil Engineers	Design and analysis of load-bearing structures as well as designing and overseeing the construction of the entire infrastructure systems.

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12. Electrical and Mechanical Engineers	Design and oversee electrical systems, power generation, and communication networks as well as the heating, ventilation, air conditioning, plumbing and other mechanical system function efficiently and comfortably.
13. Lift/Escalator Engineers	Design, install, maintain, and repair elevators and escalators, ensuring safe and reliable transportation within buildings.
14. Communications, IT & Security Specialists	Ensure smooth information inflow, reliable technology infrastructure, and robust data protection.
15. Landscape maintenance providers	Keep laws, trees, gardens, and other landscaping elements healthy, thriving, and aesthetically pleasing.
16. Audio visual Specialists	Ensure clear communication and engaging presentations by managing and maintaining sound systems, video equipment, and projection technologies.
17. Interior Design Specialists	Transform spaces into functional, aesthetically pleasing, and personalized havens that reflect the needs and styles of the occupants.
18. Soil Testing Service Providers	Analyze soil properties like strength, stability, and composition to ensure construction projects have a safe and solid base.
19. Landscape Architects	Design beautiful, functional, and sustainable outdoor spaces that complement buildings and enrich the overall project.
20. Insurance Service Providers	Offer financial protection against potential risks and losses.
21. Insurance Brokers	Shop around different insurance companies to find the best coverage and rates for specific needs, ensuring that the client gets the right protection without overpaying.
22. Project Managers	Formal leaders and coordinators within a project environment. Responsible for the strategic planning, execution, and successful completion of projects, ensuring adherence to deadlines, budgets, and quality standards. The central point of contact, managing resources, mitigating risks, and fostering effective communication among all stakeholders involved in the project.
23. Videographers	Crafting of compelling narrative through the medium of moving images.

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24. Marketing Consultants	Strategic advisors who help businesses develop and execute effective marketing plans to reach their target audience, achieve their marketing goals, and ultimately drive sales and growth.
25. Office Furniture Specialists	Interior environment architects who design and equip workplaces with functional, ergonomic, and aesthetically pleasing furniture solutions to optimize employee comfort, productivity, and overall well-being.
26. Canteen Service Providers	Contractual food service providers who manage on-site corporate cafeterias or canteens. They are responsible for planning, preparing, and serving meals to employees, ensuring a diverse, high-quality, and convenient culinary experience within the workplace.
27. Security Service Providers	Manned guarding and access control to security technology installation and monitoring, to protect people, property, and assets.
28. Cleaning Service Providers	Maintain a clean and healthy environment for offices, and various other spaces. Regular maintenance cleaning, deep cleaning, and specialized tasks, ensuring a fresh and sanitized environment.
29. HVAC Engineers	Design, install and maintain heating, ventilation, and air conditioning system to ensure optimal temperatures, air quality, and ventilation within building for the comfort and well-being of occupants.
30. Sectional Title Specialists	Navigate the legal intricacies and offer management expertise for successful operation of sectional title schemes.
31. Property Valuers	Impartial arbiters of real estate worth, utilizing expertise and market analysis to determine the fair market value of land, buildings, and other property assets.
32. Space planners	Design and optimize the use of space within buildings to create functional, productive, and aesthetically pleasing environment for occupants.

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